Need Assistance?

Follow these steps to submit an issue to the IOT GMIS team.

Step 1

Navigate to the [Supplier Portal Login Page](#).

Step 2

Click <u>Report an Issue</u>

Step 3

Submit a GMIS Issue

Instructions

We will automatically send you a copy of the issue you submit. To copy additional people on this issue, a valid email address must be entered below. Please separate multiple email addresses with a semicolon(;).

*Your Name or Company Name

*Your eMail address

*Your User ID or Bidder ID

CC

Subject GMIS Issue   Date Requested 06/11/2014   Wednesday

Importance Medium   Date Required   06/13/2014   Friday

Phone   Ext

Business Unit

Voucher ID, Journal ID, PO ID, Req ID, etc.

Document ID

Application FINANCIALS   Module

*Describe your problem

Complete the required fields marked with an asterisk *

If you don't know your Bidder ID, enter UNKNOWN.

Step 4

Business Unit [____] 🔍

Voucher ID, Journal ID, PO ID, Req ID, etc.
Document ID [_____]

Application FINANCIALS **Module** [_____ ▼]

*Describe your problem
[_____]

attach file containing screen shots and details of the issue:
[_____] 📎

[Submit]

Attach a file containing a screen shot if an error message has been received.

Click Submit
An email is immediately sent letting you know the issue has been received, the second email notice is letting you know it's been assigned and then the third email is typically the resolution of the problem.